

County of Monroe

The Florida Keys



BOARD OF COUNTY COMMISSIONERS

Mayor Danny L. Kolhage, District 1
Mayor Pro Tem Heather Carruthers, District 3
George Neugent, District 2
David Rice, District 4
Sylvia J. Murphy, District 5

Employee Services Division
Human Resources
The Historic GATO Cigar Factory
1100 Simonton Street, 2nd Floor
Key West, FL 33040

Posting Date March 20, 2015

MONROE COUNTY PROMOTIONAL OPPORTUNITY NOTICE

THE POSITION OF CUSTODIAN, FACILITIES MAINTENANCE, KEY LARGO IS NOW OPEN AT PAY GRADE 100 SALARY, \$23,875.14 - \$37,006.47 /40 HPW.
(DEPENDING ON QUALIFICATIONS)

- | | |
|--|---|
| • VETERANS PREFERENCE AVAILABLE: | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| • SAFETY SENSITIVE POSITION: | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| • GRANT POSITION (IF GRANT ENDS, POSITION WILL NOT BE CONTINUED) | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| THIS POSITION: <input checked="" type="checkbox"/> IS A CAREER SERVICE STATUS POSITION | |
| <input type="checkbox"/> IS NOT A CAREER SERVICE STATUS POSITION | |

In accordance with the Monroe County Personnel Policies and Procedures, it is the policy of the Board of County Commissioners to consider employees for promotional opportunities before applicants from the general public are considered.

Promotional Opportunity Notices will be posted for a minimum of seven (7) calendar days (including the date of posting) during which time employees under the auspices of the County Administrator will have the right to apply for these positions before anyone outside the County service will be considered.

An employee wishing to apply for a position through the Promotional Opportunity process will complete the Promotional Opportunity Application and submit it to the Personnel Representative in the lower, middle, or upper keys for a date stamp to insure timely referral within the 7 day period. Supervisor and/or Department Head signature can then be obtained by the employee or routed by the Personnel Representative, whichever is more feasible.

Job interviews will be based on information on file and/or submitted with an application.

The County reserves the right to reject any applications not submitted on a timely basis.


EMPLOYEE SERVICES DIVISION DIRECTOR

MONROE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
PWFM085

P.P.

MONROE COUNTY

JOB DESCRIPTION

Position Title: CUSTODIAN		Reports to: Administrator of Building, Parks & Beaches / Supervisor Facilities Maintenance
Position Grade: 100	FLSA Status: Non-Exempt	Class Code: 100-3

GENERAL DESCRIPTION

Primary function is to perform moderately heavy janitorial duties in maintaining county buildings and facilities.

KEY RESPONSIBILITIES

1. *Sanitize rest rooms and empty trash.
2. *Vacuum all carpets.
3. *Clean furniture.
4. *Maintain the appearance of the grounds.
5. *Clean floors, sweep, mop, wax, etc.
6. *Assists in moving files, desks, furniture, etc.
7. *Dust desks, shelves, window blinds, etc.
8. * Clean windows.
9. Other duties as assigned.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: CUSTODIAN	Class Code: 100-3	Position Grade: 100
----------------------------------	--------------------------	----------------------------

KEY JOB REQUIREMENTS

Education:	High School Diploma or GED required. Must be able to communicate in and comprehend the English language. Requires valid Florida Driver's License.
Experience:	0 to 1 year minimum amount of prior related work experience.
Leadership:	Have procedures to follow for work and supervisor checks work often.
Complexity:	Perform specific clerical or manual tasks. Some responsibilities may include copying, maintaining files, or entering data OR utilizing light mechanical equipment such as a vehicle, lawn mower, or hand tool OR clean and maintain a facility.
Decision Making:	Perform routine or clearly defined activities under close supervision. Most of decisions regarding activities and priorities are made by supervisors.
Relationships:	Work primarily alone.
Working Conditions:	Work in a safe and secure work environment that may periodically have unpredicted requirements or demands.
On Call Requirements:	May be required to provide disaster assistance during times of emergency in any capacity deemed appropriate.

APPROVALS

Department Head:

Name: _____ Signature: _____ Date: _____

Division Director:

Name: Kevin G. Wilson, P.E. Signature: Beth Feto Date: 1 OCT 2014

**County Administrator /
Deputy County Administrator:**

Name: Roman Gastesi /
Debbie Frederick Signature: [Signature] Date: 10/28/14

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____